

2.17 SURVEY SETUP SCREEN

Introduction

The Survey Setup screen was developed to give StEPS users one place to go to update each of the fields that must be set in the files that must be updated each time a new survey or new stat period is created in StEPS. The "Rollover" program provides numerous updates for a new statistical period (i.e., creates the new Item, C1, and Respondent Text files; purges the audit trails; applies survey-specific SDO records; applies future file status changes; etc.) The Rollover program, however, does not update many other fields that must be set by survey managers on an individual survey-basis (i.e., specifying the latest allowable extension date, creating special instructions, creating a survey-specific line on the label, setting a "correction flag" for the prior stat period, setting the default survey stat period for the Review and Correction screens, and indicating the analyst contact and phone number for imprinting). The Survey Setup Screen allows users to go to one place to set these fields.

The Survey Setup screen has the following features:

- It provides a check-list of fields and files to update. (e.g., define numeric items in the Item Data Dictionary, define edit parameters, define scripts).
- It allows you to update select fields directly on this screen (e.g., enter latest allowable extension date).
- It has buttons that take you directly to other parameter screens that must be updated (e.g., Special Instructions screen).

NOTE: This screen DOES NOT allow you to specify changes or updates that must be made to the critical Survey Specification files such as Edit, Imputation, Derived items, and Estimation.

Accessing the Screen

- Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu.
- Click on the SURVEY SETUP button from the Survey Specifications Menu.
- The screen provides two options"

- New Survey
- New Stat Period

2.17.1 Survey Setup – New Survey Screen

If you select “New Survey,” the screen shown as 2-17a is displayed:

Figure 2-17a Setup Screen for New Survey

Before you can use this screen, the programming team must do the following:

- Add the new survey to the CENTRAL.SURVEYS file and the populate the following fields in the record for this new survey: SURVEY, SURVNME, CKSURV, SURVDIR, MCSDIR, STATUS, BCLOGIC.
- Create a VSTATPS file that contains the stat period of the new survey being set up.

- Create a USERPRIV file for the survey and give at least one survey analyst a user privilege of MGMTPRIV = 'P'.

Before you can use the Survey Setup screen you must select the survey and stat period for which you want to set parameters. To do this, go to the USER SETUP module and click on the "Survey Selection" button.

- Use the arrow by the SURVEY box to select your survey.
- For a new survey, the current stat period will appear in the STAT PERIOD box. If it is not displayed, use the arrow by the STAT PERIOD box to select the stat period for the setup.

New Survey Check List

The top of the screen displays the survey and stat period for the New Survey set up. If you click on the VIEW button for the check list of things to do when migrating a new survey into StEPS, you will see the following checklist:

SURVEY SETUP CHECKLIST - New Survey

- ☐ 1. Verify that the survey manager has added the names of all users (who will be working on the survey) to the survey's user privilege dataset (SURVLIB.USERPRIV). (UM Chapter 11.1)

- ☐ 2. Create an Item Data Dictionary (PARMLIB.ITEMDICT) to define each item on the survey form(s) requiring a numeric response. (NOTE: If multiple forms exist for a survey, each form must be specified in the "Forms File" before items in the dictionary can be assigned to a specific form. See Item #12a of the checklist.)

Access to screen: Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu and select the "Data Dictionaries" option. (UM Chapter 2.1)

- ☐ 3. Create a Control Data Dictionary (PARMLIB.CTDICT) to define each control item in the survey.
 - a. Add any "survey-specific" control variables. (For any survey-specific variables added, be sure that your production programmer modifies the C1 file accordingly; otherwise these variables will not display in the Review and Correction screens.)
 - b. Create survey-level control variable "valid values" (CTVALS) for control variables having values that will be limited to those from a specific list.
Access to screen: Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu and select the "Data Dictionaries" option. (UM Chapter 2.2)

- ☐ 4. Create a Respondent Text Data Dictionary (PARMLIB.RTDICT) to define items on the survey form requiring a textual (non-numeric) response. (Note: Not all surveys will have a Respondent Text Data Dictionary.)

Access to screen: Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu and select the "Data Dictionaries" option. (UM Chapter 2.3)

❑	5. Define derived item parameters.	<p>Access to screen: Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu and select the “Derived Item Definitions” option. (UM Chapter 7)</p>
	<ul style="list-style-type: none"> a. Define the relative statistical periods for the derived module. b. Consult with production programmer to determine the version(s) of the data to use in creating the fat record for derived items. Specify the data version(s). (UM Chapter 2.13) c. Define the derived item parameters on the development machine (epbu10). (NOTE: Data items must exist in the Item Data Dictionary <u>before</u> they can be defined as “derived” items.) d. Generate code. e. Test. f. Have production programmers copy the parameters to the production machine (epbu01) and regenerate the code. 	
❑	6. Consult with production programmer if data items on the survey are to be adjusted.	
❑	7. Define edit parameters.	<ul style="list-style-type: none"> a. Define the relative statistical periods for the edit module. b. Consult with production programmer to determine the version(s) of the data to use in creating the fat record for the edits. Specify the data version(s). (UM Chapter 2.13) c. Consult with production programmer to determine whether to subset survey data for edit module. (UM Chapter 2.7) d. Define edit parameters on the development machine (epbu10). e. Generate development code. f. Test. g. Generate production code. h. Have production programmers copy the final parameters to the production machine (epbu01) and regenerate the code.
❑	8. Define <u>simple</u> imputation parameters.	<ul style="list-style-type: none"> a. Define the relative statistical periods for the simple imputation module. b. Consult with production programmer to determine the version(s) of the data to use in creating the fat record for simple imputation. Specify the data version(s). (UM Chapter 2.13) c. Consult with production programmer to determine whether to subset survey data for simple imputation. (UM Chapter 2.7) d. Define simple imputation parameters on the development machine (epbu10).

- e. Generate code.
 - f. Test.
 - g. Have production programmers copy the parameters to the production machine (epbu01) and regenerate the code.
- ☐ 9. Define general imputation parameters.
 - a. Define the relative statistical periods for the general imputation module.
 - b. Consult with production programmer to determine the version(s) of the data to use in creating the fat record for general imputation. Specify the data version(s). (UM Chapter 2.13)
 - c. Consult with production programmer to determine whether to subset survey data for general imputation. (UM Chapter 2.7)
 - d. Define general imputation parameters on the development machine (epbu10).
 - e. Test.
 - f. Have production programmers copy the parameters to the production machine (epbu01).
- ☐ 10. Define estimation parameters.
 - a. Define estimation parameters on the development machine (epbu10).
 - b. Test estimation parameters using estimation scripts (see item #11 in checklist).
 - c. Have production programmers copy the parameters to the production machine (epbu01).
 - d. Define estimation listing parameters for an existing estimation results file (ERF). (Access the listing parameter screen via the “View Results” option from the StEPS Main Menu.)
- ☐ 11. Work with your production programmers to create script files needed to run edit, imputation, and derived items. Work with your math stat to create script files needed to run estimation.
- ☐ 12. Create the following Collection files in StEPS:
 - a. Forms Specifications (UM Chapter 2.2)
 - b. Special Instructions (optional) (UM Chapter 2.3)
 - c. Define Survey-specific Line on Label (optional) (UM Chapter 2.4)

<input type="checkbox"/>	13.	Create the following miscellaneous files in StEPS:
	a.	Data Version Specifications (optional - work with production programmer to determine if needed for your survey) (UM Chapter 2.13)
	b.	Item Ratio Specifications (optional) (UM Chapter 2.12)
	c.	ccMail Data Set (optional) (UM Chapter 2.6)
	d.	Subset for Processing (optional - work with production programmer to determine if needed for your survey) (UM Chapter 2.7)
<input type="checkbox"/>	14.	Define the survey-specific line for use in the Review and Correction module (optional).
<input type="checkbox"/>	15.	Use the Survey Setup screen (“New Survey” option) to access other parameter screens to:
	a.	Update the “Surveys File” to indicate whether this survey will have an entry in the StEPS bar code, how death IDs will be handled, how delinquent IDs will be handled, whether this survey is a probability sample, or to set the default survey stat period in the interactive system. (UM Chapter 2.10)
	b.	Suppress select batch update disposition messages. (UM Chapter 2.11)
	c.	Specify valid stat period roster types. (Note: Only specify valid roster types IF your survey has roster items. Not all surveys will have roster items.) (UM Chapter 2.15)
	d.	Update the “VSTATPS File” to set the stat period correction flag and close-out flag for prior stat periods. (UM Chapter 2.9)
<input type="checkbox"/>	16.	Use the Survey Setup screen (“New Survey” option) to create the “Survey Parameter File” to indicate the following:
	a.	Display ALL form items in the Review and Correction screens. (Note: If you set this parameter to “yes”, be sure that the “FORM” fields in the following files are set correctly: C1, Item Data Dictionary, Forms file, Form item file.)
	b.	Indicate if survey has counterparts.
	c.	Specify TSAR top-level directory if survey resides in TSAR.
	d.	Indicate if survey has children records.
	e.	Set PVALUE parameter for disclosure.
	f.	Set number of collaborations needed for disclosure.
<input type="checkbox"/>	17.	Have your production programmer set the weight switch (WSWTCH) field in the C1 file by running the WSWTCH program. (Note: ZERDTH must be set in CENTRAL.SURVEYS prior to running the WSWTCH program. See checklist item #15a.)
<input type="checkbox"/>	18.	Work with your production programmers to set up a “night run” to run various survey processes (e.g., batch update, edit, derived items, imputation) each night.

Accessing Other Parameter Screens

In the box labeled “Access separate parameter screen to:” you will find a set of buttons that will take you to a specific screen to make the updates listed in the Survey Setup checklist.

- ACCESS the Surveys file – takes you to the “Surveys File Specification” screen.
- ACCESS the Batch Update Specifications s – takes you to the “Batch Update Specifications” screen.
- ACCESS the VSTATPS file – takes you to the “VSTATPS Specifications” screen.
- ACCESS Screen to Specify Miscellaneous Survey Parameters – takes you to the “Survey Setup” screen, which provides access to individual parameters.
- ACCESS screen to add Survey Level rtypes – takes you to the “Valid Roster Types” screen.

When you toggle to another screen by clicking on its ACCESS button, the screen will display the survey data that has already been created by the initial parameter file (PARMLIB.SURVPARM). You can update these fields as required. When you press F2 or use the appropriate update button for the screen, the survey parameter file will be update. When you press F3 or use the EXIT option on the p-menu, you will return to the “Survey Setup - New Survey” screen.

Note: You must have MGMTPRIV = ‘P’ to enter data on any of the survey specification screens. If you do not have the proper privileges, you will see the following message:

You do not have the proper privileges (PARMPRIV = ‘P’) to update fields in this screen. You may still print the checklist.

Defining Nightrun Specifications

The bottom of the screen allows you to specify parameters for nightly batch runs for the survey.

SETUP basic nightrun scripts	Generates the SAS code for nightly processing based on the parameters entered for the survey.
VIEW BASIC NIGHTRUN SCRIPTS	Displays the SAS code for the night run. This option is generally used by the programming team and analysts who are familiar with the SAS programming language.
ON/OFF buttons for nightrun scripts	Allows you to control whether or not nighttime runs take place.
START TIME	Click on the arrow and select from the list of allowable start times (available in half-hour increments from 7:30 p.m. to midnight).

P-menu

P-Menu	Options	Function
EDIT	Apply corrections (F2)	Apply corrections to database.
HELP	Survey Setup Help (F1) WhoamI (F7)	Display Help information on using the Survey Setup screen. Display user default and systems information.
EXIT	Exit (F3) StEPS Main Menu (Home)	Exit to the previous screen. Return to StEPS Main Menu.

2.17.2 Survey Setup – New Stat Period

If you select the second option, “New Stat Period,” the screen shown as 2-17b is displayed:

SAS: Survey Setup

Edit HELP Exit

Survey: MTEST
Stat Period: 200202

Date: 05JAN04:09:52:56

SURVEY SETUP – NEW STAT PERIOD

checklist of things to do when setting up a new stat period in StEPS.

Access separate parameter screen to:

the "Forms File" (add, modify, or delete a survey form for your survey or update the analyst name or analyst phone number for imprinting).

screen to update the survey-specific line on the label.

screen to update special instructions.

screen to update the survey-specific line in the header of the Review and Correction screens.

screen to specify valid stat period roster types. (Note: Only specify valid roster types IF your survey has roster items. Not all surveys will have roster items.)

Nightrun Specifications

basic nightrun scripts Start Time:

nightrun scripts on

Set the following fields as appropriate:

1. Set default survey stat period for use in the interactive system:

2. Set default survey stat period for use in StEPS Front End:

3. Display all form items in the Review and Correction screens: ☐

4. Enter latest allowable extension date (in YYMMDD format):

Figure 2-17b Setup Screen for New Stat Period

New Survey Check List

The top of the screen displays the survey and stat period for the New Survey set up. If you click on the VIEW button for the check list of things to do when migrating a new survey into StEPS, you will see the following checklist:

SURVEY SETUP CHECKLIST - New Stat Period

- ☐ 1. Add any new items to the Item Data Dictionary; verify that the following fields have been set correctly: KEYCODE, CORFLG, WGTFLG, ADJFLG, ADJTYPE, ISOURCE, FORM, SPLNUM.

Verify that the keycodes in the keying program match the keycodes specified in the Item Data Dictionary.

Access to screen: Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu and select the “Data Dictionaries” option. (UM Chapter 2.1)
- ☐ 2. Add any new "survey-specific" control variables to the Control Data Dictionary; verify that the following fields have been set correctly: CORFLG.

For any survey-specific variables added, be sure that your production programmer modifies the C1 file accordingly, otherwise these variables will not display in the Review and Correction screens.)

Access to screen: Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu and select the “Data Dictionaries” option. (UM Chapter 2.2)
- ☐ 3. Add any new respondent text items to the Respondent Text Data Dictionary; verify that the following fields have been set correctly: CORFLG, FORM, KEYCODE.

Access to screen: Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu and select the “Data Dictionaries” option. (UM Chapter 2.3)
- ☐ 4. Update derived item definition parameters, if necessary.

Access to screen: Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu and select the “Derived Item Definitions” option. (UM Chapter 7)
 - a. Update the derived item parameters on development machine (epbu10).
 - b. Generate code.
 - c. Test.
 - d. Have production programmers copy the parameters to the production machine (epbu01) and regenerate the code.

- ☐ 5. Update edit parameters, if necessary.
- Access to screen: Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu and select the “Edit Definitions” option. (UM Chapter 8)
- a. Update edit parameters on the development machine (epbu10).
 - b. Generate development code.
 - c. Test.
 - d. Generate production code.
 - e. Have production programmers copy the parameters to the production machine (epbu01) and regenerate the code.
- ☐ 6. Update simple imputation parameters, if necessary.
- Access to screen: Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu and select the “Imputation Definitions” option. (UM Chapter 9)
- a. Update simple imputation parameters on the development machine (epbu10).
 - b. Generate code.
 - c. Test.
 - d. Have production programmers copy the parameters to the production machine (epbu01) and regenerate the code.
- ☐ 7. Update general imputation parameters, if necessary.
- Access to screen: Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu and select the “Imputation Definitions” option. (UM Chapter 9)
- a. Update general imputation parameters on the development machine (epbu10).
 - b. Test.
 - c. Have production programmers copy the parameters to the production machine (epbu01).
- ☐ 8. Update estimation parameters, if necessary.
- Access to screen: Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu and select the “Estimation Definitions” option. (UM Chapter 10)
- a. Update the estimation parameters on the development machine (epbu10).
 - b. Test estimation parameters using estimation scripts (see item #9 in checklist).
 - c. Have production programmers copy the parameters to the production machine (epbu01).
 - d. Update the estimation listing parameters for an existing estimation results file (ERF), if necessary.

- ❑ 9. Work with your production programmers to create/update script files needed to run edit, imputation, or derived items. Work with your math stat to create/update script files needed to run estimation.

- ❑ 10. Use the Survey Setup screen (“New Stat Period” option) to access other parameter screens to:

Access to screen: Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu and select the “Survey Setup” (New Stat Period) option. (UM Chapter 2.14)

 - a. Update the “Forms File” if new forms have been added, deleted, or revised for this stat period. (UM Chapter 2.2)
 - b. Update the analyst name and/or analyst phone contact for imprinting on the form. (UM Chapter 2.2)
 - c. Update the control information displayed on the survey-specific line on the mailing label. (UM Chapter 2.4)
 - d. Update the special instructions that will be imprinted on the survey form. (UM Chapter 2.3)
 - e. Update the “VSTATPS File” to set the correction and/or close-out flags for a specific stat period. (UM Chapter 2.9)

- ❑ 11. Use the Survey Setup screen (“New Stat Period” option) to indicate the following:

Access to screen: Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu and select the “Survey Setup” (New Stat Period) option. (UM Chapter 2.14)

 - a. Default survey stat period for use in the interactive system.
 - b. Display all form items in the Review and Correction screens.
 - c. Enter the latest allowable extension date.

Accessing Other Parameter Screens

Clicking on the ACCESS button for a parameter, takes you to the appropriate screen where you can update the survey specifications.

- ACCESS the “Forms File – takes you to the “Forms Specification” screen
- ACCESS screen to update the survey – specific line on label - takes you to the “Define Survey-Specific Line on Label” screen.
- ACCESS screen to update special instructions – takes you to the “Special Instructions”

screen.

- ACCESS screen to update the survey-specific line in the Review and Correction screens – takes you to the “Define Survey-specific Line in Review and Correction” screen.
- ACCESS screen to update valid stat period roster types – takes you to the “Valid Roster Types” screen.

When you toggle to another screen by clicking on its ACCESS button, the screen will display the survey data that has already been created by the initial parameter file (PARMLIB.SURVPARM). You can update these fields as required. When you press F2 or use the appropriate update button for the screen, the survey parameter file will be updated. When you press F3 or use the EXIT option on the p-menu, you will return to the “Survey Setup - New Survey” screen.

Note: You must have MGMTPRIV = ‘P’ to enter data on any of the survey specification screens. If you do not have the proper privileges, you will see the following message:

You do not have the proper privileges (PARMPRIV = ‘P’) to update fields in this screen. You may still print the checklist.

Defining Nightrun Specifications

The middle section of the screen allows you to specify parameters for the nightly batch runs for the survey.

SETUP basic nightrun scripts	Generates the SAS code for nightly processing based on the parameters entered for the survey.
VIEW	This button displays the SAS code for the night run. This option is generally used by the programming team and analysts who are familiar with the SAS programming language.
SWITCH	A toggle that turns the nightrun scripts “on” or “off.” The screen displays the current state of the nightrun scripts – either “on” or “off.” This allows you to control whether or not nighttime runs take place.
START TIME	Click on the arrow and select from the list of allowable start times (available in half-hour increments from 7:30 p.m. to midnight).

Direct Data Entry of Other Specifications

The bottom section allows you to modify the following parameters directly from this screen.

DEFAULT STAT PERIOD
(Interactive system)

When you initially access this screen, the stat period displayed is the current value of DSTATP (default stat period) for this survey as carried in the CENTRAL SURVEYS file. To change the default period, use the arrow by the box to display the list of valid survey periods and click on the one to set as the default.

DEFAULT STAT PERIOD
(StEPS Front End)

Same as for the interactive system

**DISPLAY ALL FORM ITEMS IN
THE REVIEW AND
CORRECTION SCREENS**

Select from the following options:

- Y Display all form items in the Review and Correction screens.
- Blank Display only those items (in the Review and Correction screens) that have survey data specified in the Item File (Ityyyyypp)

**ENTER LATEST
ALLOWABLE
EXTENSION DATE**

When you initially enter this screen the current extension date for the survey is displayed. To update, enter a new date in YYMMDD format. The extension date entered cannot be less than today's date.

To save your changes, click APPLY or Press F2. StEPS will apply your updates and return you to this screen along with a message listing the files that have been updated. Press F3 or use the EXIT option on the p-menu to leave this screen.

P-menu

P-Menu	Options	Function
EDIT	Apply corrections (F2)	Apply corrections to database.
HELP	Survey Setup Help (F1) WhoamI (F7)	Display Help information on using the Survey Setup screen. Display user default and systems information.
EXIT	Exit (F3) StEPS Main Menu (Home)	Exit to the previous screen. Return to StEPS Main Menu.